

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068
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August 7, 2006

Ms. Pam Mason
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

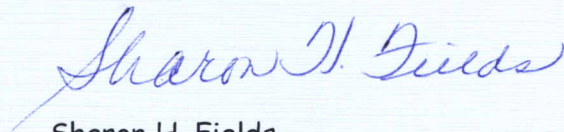
Dear Pam:

Enclosed are copies of meeting minutes approved at the 7/25/2006 board meeting:

May 30, 2006 - Special Board Meeting
May 30, 2006 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields
Director

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**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

May 30, 2006

The May meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Steve Elliott, Glynda Jacobson, Lorry Kelly, Beverly Sue Ryan and Janey Taylor. Norman Guettermann and Mary Olshefski were excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Randy Hylton	Vocational Services
Jill Bartlett	Northland Early Education Center
Wendy Witcig	Triality
Barbara Griggs	Concerned Care
Jerry Tindall	Vocational Services
James Landrum	TNC Community
Shannon Maloney	TNC Community
Jim Huffman	Concerned Care

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Concerned Care: Thank you letter for MODOT match for two vehicles.
- TNC Community: Consumer based outcomes for 1/1 through 3/31/06; CARF on-site survey scheduled for June 26 and 27.

APPROVAL OF THE MINUTES

Gail moved and Lorry seconded that the minutes of the Tuesday, April 25, 2006 Closed Board Meeting be approved. The motion passed unanimously.

Gail moved and Lorry seconded that the minutes of the Tuesday, April 25, 2006 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

As of April 30, cash assets were \$948,023.17 in checking, \$1,845,090.06 in long-term investments and \$3,376,258.77 in short-term investments for a total in checking/savings of \$6,169,372.00. Total assets were \$7,773,397.40. Total liabilities and equity were \$7,773,397.40. Income for the month of April was \$90,868.40. Total expenses for the month of April were \$476,032.71. April expenses in excess of income were \$385,645.46. Year-to-date income was \$4,416,058.52. Year-to-date expenses were \$1,184,633.32. Total year-to-date income in excess of expenses was \$3,222,021.23.

Karla moved and Gail seconded that the Treasurer's Report be approved as read.
The motion passed unanimously.

Rent Receivable: Concerned Care

A journal entry was made at 12/31/2005 to reflect that Concerned Care owned two-months group home rent at year-end instead of the three-months that had been carried on the books since 1993. This is the amount that will be detailed in the 2005 financial audit.

Concerned Care paid off their 2-months rent receivable in the amount of \$9,656.66 in April. A journal entry was made to show a zero balance on the April balance sheet.

DIRECTOR'S REPORT

All personal financial disclosure forms were submitted to the Missouri Ethics Commission prior to the May 1 deadline. The final distribution of 1st quarter reports was included with the board packet. The Board was awarded \$16,283 under the MEHTAP grant for the period of 7/1/2006 through 6/30/2007. The Chairman and the Treasurer will sign the new contract.

COMMITTEE REPORTS:

Executive Committee

Glynda asked for approval for a price reduction in the North Main Apartments per the suggestion from the real estate agent.

Janey moved and Lorry seconded that the Board approve a price reduction for the North Main Apartments. The new asking price will be \$210,000.
The motion passed unanimously.

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Glynda asked for approval for cancellation of the regularly scheduled board meeting in June and cancellation of the August meeting if there is no new business to discuss.

Lorry moved and Gail seconded that the Board cancel the regularly scheduled June Board Meeting. The August meeting will be cancelled if there is no new business to discuss. The motion passed unanimously.

Finance Committee

The Finance Committee did not meet prior to the board meeting.

Review Financial Requests – CCI MODOT Vehicle Match

Concerned Care requested a letter of support and a 20% match not to exceed a total of \$9,550 for their MODOT Application that must be submitted before 7/1/06. They are applying for two vehicles to be used in their group home program. If the vehicles are awarded, it will be next year before they take delivery. There are several precedents for this funding request.

Steve moved and Janey seconded that the Board write a letter of support and guarantee a 20% match for Concerned Care's application to MODOT for two vehicles not to exceed a total of \$9,550. Voting yes: Gail, Karla, Steve, Glynda, Lorry, Beverly Sue and Janey. The motion passed.

Banking Proposal from UMB Bank

Diana Youngdahl at UMB Bank proposed investing \$400,000 in new Treasury Notes to mature in March 2007. When the note matures, the \$400,000 will be placed in the interest bearing checking account and used for monthly expenses.

Karla moved and Steve seconded that the Board accept the 5/19/06 proposal by UMB Bank and make an additional investment in the amount of \$400,000 to mature in March 2007. Voting yes: Gail, Karla, Steve, Glynda, Lorry, Beverly Sue and Janey. The motion passed.

Residential Services Committee

The Residential Services Committee met on April 25 to discuss existing and new board policies included in the group home lease with Concerned Care. These policies would also apply to any residential provider in the future that leases Board-owned property used as a group home. The Committee wants to make sure all board-owned homes are maintained at a safe and healthy level. The Board is monitoring building safety and structural issues through Dan Smith and his quarterly inspection reports.

The Committee felt strongly that residents should also share the responsibility for a clean and healthy environment and will be recommending that the Board add additional language to the group home lease agreement.

Proposed new Board Policies:

1. All residents living in Board-owned group homes are responsible for cleanliness of the living environment.
2. All residents (current and new) in Board-owned group homes must sign a cleanliness agreement on an annual basis.
3. Concerned Care must submit copies of their cleanliness checklist and structure of building checklist after each monthly inspection of Board-owned group homes.

It was suggested that new Board policy #3 be changed from “Concerned Care” to “Residential Provider” so that the policy would apply to any provider who leased group homes from the Board in the future.

The Committee also proposed changes to the 2007 group home lease agreement between DDRB and Concerned Care. The Committee’s recommendations and other suggestions were highlighted in yellow. The changes were summarized on a separate worksheet showing the lease page number, section number, the change and the explanation for the change.

Lorry moved and Janey seconded that the Board approve the new board policies with one change to item #3 so that they would apply to any residential provider leasing property from the Board and the recommendations as highlighted in yellow along with the accompanying explanation changes for the 2007 group home lease agreement between DDRB and Concerned Care. The motion passed unanimously.

It was suggested that the Committee meet prior to the next board meeting to discuss developing a policy manual specifically for residential services. This would make it easier to locate policies and add new ones as needed.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Long Range Planning Committee

No report.

Property Maintenance Committee

The new fence at Sherwood House has been installed. Glynda attended a function at the house and reported that Dan Smith did an outstanding job on the installation.

OLD BUSINESS:

None.

NEW BUSINESS:

Review/Approve 2005 Financial Audit

Bruce Culley distributed copies of the Management Letter to board members prior to reviewing the report. The letter included year-end journal entries required as the result of the audit.

Independent Auditor's Report is on pages 3 and 4. This report would highlight any significant problems found. Since no problems were found, this report is called a "clean opinion" based on using the cash-basis of accounting.

The Management's Discussion and Analysis begins on page 5 and provides an overview of the annual financial highlights. The Board exceeded its liabilities at the close of the calendar year by \$4,902,081 (net assets). Of this amount, \$360,835 (unrestricted assets) may be used to meet the Board's ongoing obligations to citizens and creditors.

Capital assets decreased from last year due to depreciation expense as shown on page 9. GASB34 requires governmental agencies to calculate depreciation so that they are treated more like private businesses. The schedule of useful life years for buildings is 40 years (page 26) which is slightly higher than the 27-1/2 years under IRS standard codes.

General Fund Budgetary Highlights begin on page 9. This is the section that details all provider agencies funded in 2005, a description of services and/or programs provided and the amount funded for each service/program.

The actual financial statements begin on page 15. The 2005 audit includes a dollar comparison with 2004.

Changes were made in 2005 to eliminate specific reserve accounts and adopt a policy of maintaining 9-months operating expenses in a general fund balance or reserve account. Funds in this fund balance account are liquid assets such as cash and investments so they are available to pay creditors and service providers as needed with the approval of the full Board. These reserves are in addition to fixed assets or properties.

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The accompanying footnote in the audit to explain the reserve account is on page 32. After some discussion, members agreed that it was more responsible to allocate funds to a "restricted" or "designated" account than to have a large sum of money under the unrestricted category. A full board vote could change the 9-month policy if necessary. The funds can be spent on any program or service as voted on by the full board.

The notes to explain the financial statements start on page 23.

The Budgetary Comparison Schedule on page 34 details the actual budgeted income and expenses.

The Management Letter states on pages 1 and 2 that there were no weaknesses in internal accounting controls or financial reporting. Pages 3 and 4 are required disclosures. The last page is a list of adjusting entries for year-end that include the write-off for depreciation expenses and the recording of property improvements.

Lorry moved and Karla seconded that the Board approve the 2005 audit report as presented by Bruce Culley. The motion passed unanimously.

Lorry moved and Beverly Sue seconded that the Board approve the year-end journal entries as presented in Bruce Culley's Management Letter.
The motion passed unanimously.

Long Range Planning Committee
No report.

COMMUNICATIONS: Guests

Vocational Services

- completed a successful review of their Medicaid Waiver records with KCRC
- has scheduled their 40th anniversary celebration for June 30
- announced that Larry Young, state director at DESE, is retiring
- had over 200 people attend their annual community awards night on May 18.

Triality's second annual motorcycle ride and volleyball tournament will be held on June 3.

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Glynda repeated for the audience that the June board meeting has been cancelled and possibly the August meeting if there is no new business to discuss.

As there were no further discussions, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,

Janey Taylor
Vice-Chairman

